

## 2015 CCI/CCRP Syllabus

### DOE – Community College Internship (CCI) BNL – Community College Research Program (CCRP)

Sunday, May 31	Anytime Anytime 5:00 pm – 7:00 pm	Arrival of non-local interns Dormitory Check-in Welcome with OEP staff at Bldg. 400 (heroes, salads and drinks)
<b>June 01 –05 (Week 1)</b>	Interns participate in Enrichment Components and/or work in their laboratories	
Monday, June 01	8:00 am – 9:15 am 9:15 am - 12:15 Noon	All interns arrive and check-in at Berkner Hall (Bldg 488) <b>ORIENTATION:</b> <ul style="list-style-type: none"> <li>• BNL overview</li> <li>• BNL policies</li> <li>• <b>GROUP PHOTO</b></li> <li>• Environmental safety and health training information</li> <li>• BNL Pre-participation survey</li> <li>• Deliverable guidelines</li> <li>• Discussion of student and mentor roles</li> <li>• Emergency services information (Industrial Medicine Clinic, Employee Assistance Program, firehouse, police)</li> <li>• Additional student resources (e.g. www, e-mail; transportation: on-site shuttle, bicycles, weekday Long Island RR connection, recreation)</li> </ul>
	<b>12:30 pm -1:30 pm</b> 2:00 pm – 5:00 pm 2:00 pm – 4:00 pm 1:30 pm – 3:00 pm  1:30 pm – 5:00 pm 5:00 pm - 8:00 pm	<b>Meet your Mentor Luncheon at Berkner Hall (Bldg 488)</b> Rad Worker 1 – Part II (Building 438 Auditorium) if <b>required</b> . Photon Science Summer Student Orientation – NSLS II, Bldg. 744, CR156 Environmental Sciences, Biosciences and Computational Sciences orientation for interns not taking Rad Worker 1 Pt II in Bldg 463 Seminar Rm 157 All other interns report to their respective departments Transportation provided for shopping at local grocery center for interns who need supplies. Pickup at Building 438.
Tuesday, June 02	8:30 am – 5:00 pm 1:30 pm – 3:00 pm 3:00pm – 4:30pm	Interns not in orientation sessions report to assigned departments Physics interns report to Physics - Bldg 510, Orange Rm. for a Dept. Orientation Interns in Biological, Environmental and Climate Sciences, Computational Sciences, Nonproliferation, Nuclear Science, Sustainable Energy report to building 463 Seminar Room 157 for department orientation. Bring completed Neo Forms.
Wednesday, June 03	8:30 am – 9:30 am 9:30 am – 11:00 am 8:30 am – 9:30 am 9:30 am – 11:00 am 11:00 pm – 5:00 pm 3:00 pm – 4:30 pm	CCI/CCRP interns meet with Program Manager (OEP – Bldg 438) BNL Campus Orientation Tour for CCI/CCRP (Berkner Hall – Bldg. 488) BNL Campus Orientation Tour for VFP-S/CRTP-S (Berkner Hall – Bldg. 488) VFP-S/CRTP-S interns meet with Program Manager (OEP – Bldg 438) Students report to assigned departments GARS (Department Codes NN and ST) interns report to BLDG 817, 33 No. Renaissance Road, large conference Room 4. Bring Completed NEO forms.
Thursday, June 04	8:30 am – 5:00 pm <b>3:00 pm – 5:00 pm</b>	Interns report to assigned departments <b>CCI/CCRP ENRICHMENT STARTS (OEP - Bldg 438)</b> <b>Topics: Workplace behavior Building positive relationships</b>
Friday, June 05	8:30 am – 5:00 pm 10:00 am – 12:00 pm  12:00 pm – 5:00 pm 1:30 pm – 4:00 pm 2:00 pm – 4:00 pm	Interns report to assigned departments and continue summer projects Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online at scienceinterns.com) <b>DOE Pre-Survey due</b> , submit <b>New Appointment Checklist</b> Benchtop dispersible training in the Bldg 902 Training Center Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online at scienceinterns.com)
<b>June 8-12 (Week 2)</b>	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday Interns must attend one (1) Written Deliverables Meeting as scheduled
Monday, June 08	8:30am 9:30am 12:30pm – 1:30 pm 4:00pm – 5:00pm	Deliverables meeting 1 Bldg 438 Auditorium Deliverables meeting 2 Bldg 438 Auditorium Deliverables meeting 3 Bldg 438 Auditorium
Wednesday, June 10	8:30am -9:30am 12:30pm-1:30pm	Deliverables meeting 4 Bldg 438 Auditorium Deliverables meeting 5 Bldg 438 Auditorium

Thursday, June 11	3:00 pm – 5:00 pm	Enrichment Component (Bldg. 438) continues each Thursday covering various topics: • Scientific research workshop
Friday, June 12	10:00 am – 12:00 pm	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online at scienceinterns.com)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly report due (Submit online at scienceinterns.com)
<b>June 15-19 (Week 3)</b>	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
Wednesday June 17		BNL Safety Day and OEP Safety Quiz Bowl
Thursday, June 18	3:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, June 19	10:00 am – 12:00 pm	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online at scienceinterns.com)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online at scienceinterns.com)
<b>June 22-26 (Week 4)</b>	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
Thursday, June 25	3:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, June 26	10:00 am – 12:00 pm	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)
<b>June 29 – July 03 (Week 5)</b>	<b><u>Friday, July 03 - Holiday, Laboratory Closed</u></b>	
	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Thursday
<b>Thursday, July 2 4:00 pm</b>	<b><u>ABSTRACT: FIRST DRAFT DUE</u></b>	
Thursday, July 02	10:00 am – 12:00 pm	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)
	<b><u>No Enrichment Program this holiday week</u></b>	
<b>July 06 –July 10 (Week 6)</b>	<b><u>7/6 – 7/10 ABSTRACT CONFERENCES</u></b>	
	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
Thursday, July 09	3:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, July 10	10:00 am – 12:00 pm	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)
<b>July 13 -17 (Week 7)</b>	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
		Interns must attend Individual Abstract Meetings with Writing Coach as per scheduled appointment (Bldg 438)
Thursday, July 16	3:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Thursday, July 16	<b><u>ABSTRACT: DEPARTMENTAL DRAFT DUE</u></b>	
	10:00 am – 12:00 pm	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)
<b>July 20 –July 24 (Week 8)</b>	<b><u>7/20-7/24 ABSTRACT SECOND CONFERENCES</u></b>	
	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
Thursday, July 23	3:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, July 24	10:00 am – 12:00 pm	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)
<b>July 27 – July 31 (Week 9)</b>	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
Tuesday, July 28	<b><u>POSTER PRINTING DEADLINE AND THIRD DRAFT OF ABSTRACT DUE</u></b>	
Thursday, July 30	3:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, July 31	10:00 am – 12:00 pm	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)
<b>August 03 -7 (Week 10)</b>	Interns work in their laboratories and on their presentations Monday, Tuesday and participate in the Closing Ceremonies.	
	<b><u>No Brown Bag Seminar</u></b>	
Tuesday, August 04	8:30 pm – 3:00 pm	<b><u>Last day to Pick up Posters</u></b>
	<b><u>8/5 ALL DELIVERABLES DUE AND SUBMITTED TO DOE AND OEP</u></b>	
Wednesday, August 05	8:30 am – 10:30 am	Graduate School Panel Session
	11:00 am – 1:30 pm	Poster Presentations - dry run
	2:00 pm – 4:00 pm	Graduate school Fair
Thursday, August 06	8:30 am – 9:15 am	Registration Berkner Hall
	9:30 am -11:45 am	Student Oral Presentation
	11:45 am – 12:30 pm	Lunch
	12:30 pm – 1:50 pm	Poster Presentations
	2:00 pm – 4:00 pm	Closing Ceremony
<b>Friday, August 7 - Last Day</b>	Student Deliverables due:	
	<ul style="list-style-type: none"> <li>• BNL Exit Survey</li> <li>• DOE Post Survey</li> <li>• Dormitory check-out/departure</li> <li>• Stipend distribution will be based upon successful submission of all deliverables to DOE and BNL</li> </ul>	